PREPARING FOR PRESCHOOL EASIER REPORTING

FALL 2010



Two Reporting Periods in Fall 2010

- September 3 -15 : EASIER test period
 - Grant count for 150 newly funded districts
 - Department of Education request for all 326 SWVPP districts
 - SWVPP students only
 - # hours/week for each student
 - \$/week parent tuition
 - \$/week Empowerment funds
- October 1 15 : EASIER reporting for Certified Enrollment
 - All 359 districts
 - Include SWVPP
 - All other district preschool programs
 - Head count for funding the 2011-2012 SWVPP

Data Elements specific to Preschool students

- Preschool Program
- Preschool ProgramStandards
- PK Funded by Head Start
- PK Funded by CDCC
- PK Funded by Empowerment

- PK Funded by Title I
- PK Funded by SWVPP
- PK Funded by Parent
- Program 1
- Program 2
- Program 3

Preschool Program

- Is the preschool student in a Statewide Voluntary Preschool Program initially funded by the Department of Education grant?
 - Yes
 - No
 - Not applicable (for all students NOT in grade level PK)

This is about *participation* in the SWVPP classroom and not about funding.

This preliminary collection focuses on all students who are participating in the SWVPP.

Preschool Program Standards

- The standards met by the preschool program that the student attends
 - NAEYC / Head Start
 - QPPS
 - Neither NAEYC /Head Start or QPPS
 - Not applicable (for students whose grade level is NOT PK)

Funding Source for Each Student

- Six fields are available to designate all funding sources for each student.
 - PK Funded by Head Start
 - PK Funded by CDCC (Shared Visions)
 - PK Funded by Empowerment (Early Childhood Iowa)
 - PK Funded by Title I
 - PK Funded by SWVPP
 - PK Funded by Parent

Funding Sources Needed for

- District programs that serve children three, four and five years of age prior to entry into kindergarten.
- IEP for support services only or no IEP
- Includes SWVPP participants

Funding Source is not needed for PK students with an instructional IEP as these students are funded through Certified Enrollment at 1.0 rate.

Additional Information Needed for all:

- Weekly hours each student is being served by the district's SWVPP
 - Enter in Program 1 field (round to nearest hour)
 - Total SWVPP session hours per week
 - Same instructor
 - Under same PK standards
 - Does not include day care hours, Head Start hrs, other PK program hours
- Weekly tuition paid by parents
 - Enter in Program 2 field (round to nearest dollar)
 - Amount of parent paid tuition that supports the individual preschooler in the SWVPP or other preschool program
 - Range of 1 to 999
 - If PK Funded by Parent is not checked, Program 2 should be blank.

Additional Information Needed (continued):

- Weekly dollar amount each student is funded with Empowerment money (tuition assistance only)
 - Enter in Program 3 field (round to nearest dollar).
 - Amount of Empowerment \$'s used for student tuition to support the individual preschooler in the SWVPP or other preschool program
 - Do not include Empowerment dollars used for other purposes (transportation, supplies, professional development, . . .)
 - IF PK Funded by Empowerment is not checked, Program 3 should be blank.

Purpose for these fields:

- Fulfill data request to the Department of Education by mid-September
- Enrollment counts for newest 150 districts will be used to fund initial 2010-2011 year.
- Hours/week, \$/week will, in all likelihood, become new data elements next year.
- Funding Source fields are required throughout the 2010-2011 reporting year.
- EASIER data will be used to replace or pre-populate the Spring BEDS Early Childhood report.

Reporting Procedures

- EASIER test site is now open.
- Preschool reporting must be completed by Wednesday,
 September 15 for all 326 districts with the SWVPP.
- Reporting only needs to include SWVPP participants.
- File must be free of errors.
- File must be approved.
- Once files containing the preschool students have been approved, send e-mail to <u>EASIER@iowa.gov</u> indicating file IDs to use for this mid-September collection. Please include your district name and/or number in the subject line.

We need to know you are done.

Reporting Procedures (continued)

- File must contain the SWVPP students but may include other students within the same building as well.
- Confirmation e-mail will be sent to your superintendent and SWVPP contact indicating the preliminary SWVPP student count.

You need to know we think you are done.

EASIER Testing Period

- Other building/grade level files may be uploaded and processed in EASIER during this same time period. All other EASIER files (not identified in the e-mail to EASIER) will be ignored by EASIER staff.
- The student count will be repeated in October for next year's count.

Current SIS status

- JMC certified (send PK student data through EASIER)
- Administrator's Plus certified (send PK students data through EASIER)
- PowerSchool preliminary files upload, however errors occur. New update release September 10th. Populate fields and extract after Sept 10th.
- Infinite Campus 1035.1 . . . Do not update. Use an Ad Hoc filter and Data Export. Follow the contingency plan unless a fix for this version is available.
- All other SIS users will need to follow a contingency plan, unless you receive word from DE that your SIS is approved to upload.

Contingency Plan

- 1. Enter all SWVPP students into your SIS.
- 2. Assign State IDs.
- 3. Enter data elements as defined.
- 4. Enter Program 1, 2, and 3 values.
- 5. Extract data from required fields.
- 6. Format Excel spreadsheet to match required layout.
- 7. Send e-mail containing Excel spreadsheet to

EASIER@iowa.gov



For assistance, contact:

Margie Hanson 515-281-3214 Rachel Kruse 515-281-4153 Garv Kirchhoff 515-281-6278

Click Here for E-mail. Found at bottom of EASIER pages.

Any available consultant: 515-242-5976

Early Childhood September Collection

Excel Layout Requirement

Posted to http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=44&Itemid=1261



_	Student Last Name	Date of Birth	Preschool Program	PK Funded by Parent	PK Funded by Empowerment	Program 3

Additional Data Elements can be found at:

http://www.iowa.gov/educate/index.php?option=com_co_ntent&task=view&id=44&Itemid=1261

or

- www.iowa.gov/educate
 - K-12 Education
 - Data Reporting
 - Project EASIER
- Addendum F: Data Elements for PK Students Funded by the SWVPP Grant

Data Elements needed to process the EASIER file:

- Student First Name
- Student Last Name
- Date of Birth
- Gender
- Hispanic/Latino
- 5 race fields
- Native Language
- Local Student ID
- State Student ID
- Grade

- Homeroom/HSAP TeacherFolder Number
- Free Lunch
- Reduced Lunch
- IEP

Data Elements needed to process the EASIER file:

- Migrant
- Immigrant
- 1st date into US schools
- Entry Date into District
- School Number
- Entry Date
- Entry Code
- FTE value

- Foster Care indicator
- Days Enrolled/DaysPresent/Days Unexcused
- Resident District
- Resident County
- Exit Date and Exit Code
- Destination Code and destination location

Who to Report and When

- By September 15, SWVPP student participants (funded and also not funded; 1st, 2nd, 3rd, and 4th year districts) will be reported in preliminary EASIER files.
- By October 15, all preschool students will be included in October EASIER files.
 - SWVPP students included in the September preliminary count
 - New preschool students who enroll after the September count and by the end of the day on October 1
 - Preschool students in district programs other than SWVPP.
- All preschool students will be reported again at the end of the year in Spring EASIER.

Who can be enrolled in a SWVPP

- Funded by SWVPP:
 - Four year olds (date of birth 9/16/2005 through 9/15/2006)
 - Non-IEP
 - Support services only IEPs
 - Resident of Iowa
- Not Funded by SWVPP but can participate:
 - Three-year olds
 - Five-year old non-kindergarteners
 - Preschoolers with an instructional IEP
 - Resident of Iowa

Funding for Five-Year Old Preschool Students

- Five-year olds will be included in Certified Enrollment if the following criteria are met:
 - 5-yr old preschooler attending with a minimum cumulative FTE value = 0.50
 - Student may participate in 1 classroom
 - Student may participate in more than one classroom
 - Teacher is properly licensed through BOEE
 - District holds the teacher contract.
 - Program is located within a district building
 - Program is part of the district's continuum of educational services

- All SWVPP students must have a properly licensed instructor.
 - Must include teacher folder number in the Homeroom/HSAP Teacher Folder Number field.
- All SWVPP students must have daily attendance recorded in the student information system.
 - If access to SIS is not given to offsite locations, daily absences, entries, and exits must be maintained by someone with access to the SIS.

- Free Lunch and Reduced Lunch indicators are important data elements to complete, even if preschoolers do not participate in the lunch program.
 - Children under the age of 5 are included in Direct
 Certification
 - F/R data elements indicate eligibility, not participation

- Offsite locations must report 4 year olds participating in the SWVPP.
- Offsite locations may report 3 and 5 year olds participating in the SWVPP.
- District buildings must report 3, 4, and 5 year olds participating in the SWVPP.

What is needed in your SIS for **any** PK student with an instructional IEP

- Date of birth
- IEP indicator = 1
- Preschool Program indicator (yes or no)
- Preschool Standards (1 or 2)
- FTE value
- Grade level = PK
- PK funding sources (default value = 99)

What is needed in your SIS for 5 year old transitional/preparatory kindergarten students with grade level = PK

- Date of birth
- Grade level = PK
- IEP indicator
- Preschool Program indicator (yes or no)
- Preschool Standards (1, 2, or 3)
- FTE value
- PK funding source fields (default value = 99)
- Teacher folder number

What is needed in your SIS for 5 year old transitional/preparatory kindergarten students with grade level = 00

- Date of birth
- IEP indicator
- Preschool Program indicator (default value = 99)
- Preschool Standards (default value = 99)
- FTE value
- PK funding source fields (default value = 99)
- Kindergarten Literacy Assessment = 8 (transitional K)

What is needed in your SIS for 5 year old preschool students

- Grade level = PK
- Date of birth
- IEP indicator
- Preschool Program indicator (yes or no)
- Preschool Standards (1, 2, or 3)
- FTE value
- PK funding source fields (yes or no)
- Teacher Folder Number, if Preschool Program (SWVPP) = yes
- Program 2 (\$'s / week), if PK funded Parent = yes
- Program 3 (\$'s / week), if PK funded Empowerment = yes

What is needed in your SIS for 3 year old PK students

- Date of birth
- IEP indicator (0 or 2)
- Preschool Program indicator (yes or no)
- Preschool Standards (1, 2, or 3)
- FTE value
- Grade level = PK
- PK funding sources (yes or no)
- Teacher Folder Number, if Preschool Program (SWVPP) = yes
- Program 2 (\$'s / week), if PK funded Parent = yes
- Program 3 (\$'s / week), if PK funded Empowerment = yes

What is needed in your SIS for 4 year olds in a SWVPP

- Date of birth
- IEP indicator (0 or 2)
- Preschool Program indicator (yes or no)
- FTE value
- Grade level = PK
- PK funding sources (yes or no)
- PK standards (1 or 2)
- Program 1 (hours / week), if Preschool Program = yes
- Program 2 (\$'s / week), if PK funded Parent = yes
- Program 3 (\$'s / week), if PK funded Empowerment = yes
- Teacher Folder Number

What is needed in your SIS for 4 year olds **not** in a SWVPP

- Date of birth
- IEP indicator (0 or 2)
- Preschool Program indicator (no)
- FTE value
- Grade level = PK
- PK funding sources (yes or no)
- PK standards (1, 2, 3)
- Program 2 (\$'s / week), If PK funded Parent = yes
- Program 3 (\$'s / week), if PK funded Empowerment = yes

- A student cannot be funded both as a 1.0 preschool IEP student and as a 0.6 SWVPP preschooler. Validation checks in EASIER will not allow this.
- EASIER checks:
 - date of birth for age
 - IEP status
 - Participation in Preschool Program (SWVPP)
 - Funding source

- A student sent twice in EASIER must have
 - an entry code = 1 in one file and 18 in another (within district part-time)
 - An entry code = 1 in one district and 16 in another district (public shared time)

EASIER checks:

- Duplicates are caught at the district level before files are moved into Certified Enrollment.
- Duplicates across districts are caught in Certified Enrollment and neither district can certify until duplicates are removed/fixed.

- Exit preschoolers who leave the program
 - They are not dropouts from Preschool
 - Exit as transferred (exit code 1)
 - Destination Code 10 or 13
 - No Destination Location is needed
- Add new enrollees as they enter your program
 - Entry code = 1, regardless of resident district (except preschoolers on an instructional IEP who are tuitioned into your district)
 - There is no open enrollment for 3 and 4 year old preschoolers.
 - Tuition in preschoolers with an instructional IEP if resident district is not attending district.

1st year SWVPP Grantees

- Preliminary counts in September may not be your districts initially funded count.
- You will be notified later in September regarding your initial funding.
- September counts provide the basis for setting the 2010-2011 funding.

JMC Users

Edit Student Data Screen

	Edit Student Data Screen		→ →
4	First Test Middle	Desc	In Mailings
Ė	Suffix Sex M		☐ In Reports
1	Advisor Rachel Kruse	Cop	oy from another Student
E	Grade 0 Kdg group EC ▼ Edit PK Data	U	se an Existing Contact
`	Bldg # 109 PK:		Clear this Contact
`			Edit this Contact
	Comments		^
8	General Spec Ed Entry Title I/III ELL/LEP State Rep	porting Removals Race-Ethnicity Custom Fields	Print
1	Graduates: Diploma Type Not Applicable	Programs:	
E	Post-graduation Location Not Applicable 🔻	2	New Student
7	Post-graduation Plan Not Applicable	▼ 3	
	Reason No State Assess Read Not Applicable	▼ Enrollment History	Ref #
	Reason No State Assess Math Not Applicable	▼ Edit History	
	Reason No State Assess Sci Not Applicable	•	
	Full Academic Year Both District and building		Save
	Student Option Transfer Not applicable	_	Done
	ALD: LAN		

JMC Users

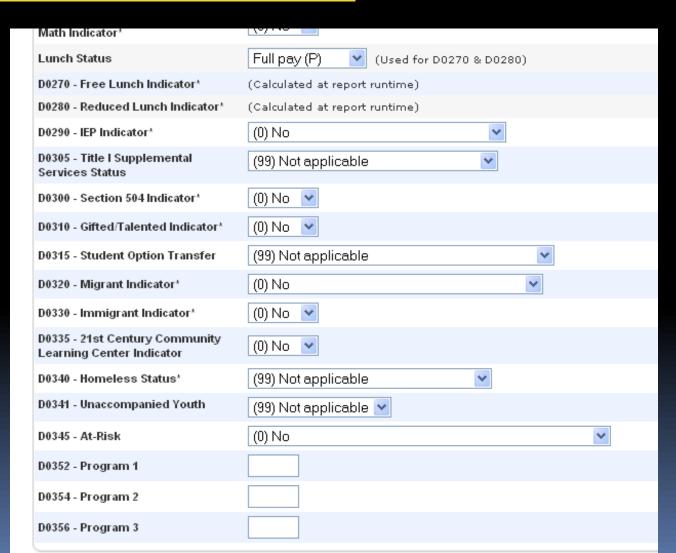
Edit PK Data Screen



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IA Cab o	Student Preschool Data	
) IA Edit s	otudent Flescriooi Data	
Statewide Voluntary Preschool Program	Yes	~
PK Funded by Head Start	No	•
PK Funded by CDCC	No	•
PK Funded by Empowerment	No	-
PK Funded by Parent	No	•
PK Funded by Title I	No	•
PK Funded by SWVPP	Yes	-
Preschool Program Standards	2 QPPS	▼
		Cancel
		041001

PowerSchool Users

Fall/Spring Submission Page 1



PowerSchool Users

Fall/Spring Submission Page 2

D0775 - Charter School	(0) No 💌
D0780 - Preschool Attendance Indicator	(0) No 💌
D0783 - Preschool Program	(99) Not applicable 💌
D0785 - Preschool Standards	(99) Not applicable (Required 1-3 for all PK students.)
D0821 - PK Funded by Head Start	(99) Not applicable 💌
D0822 - PK Funded by CDCC	(99) Not applicable 💌
D0823 - PK Funded by Empowerment	(99) Not applicable 💌
D0824 - PK Funded by Parent	(99) Not applicable 💌
D0825 - PK Funded by Title I	(99) Not applicable 💌
D0826 - PK Funded by SWVPP	(99) Not applicable 💌
D0800 - Homeless Student Served	(99) Not applicable 💌

Points to remember:

- Submit EASIER file(s) or spreadsheet by September 15 for all districts with SWVPP.
- Only students participating in a SWVPP are needed by Sept 15.
- Include Hours per Week in Program 1.
- Include dollars / week of parent-paid tuition in Program 2.
- Include dollars / week of Empowerment tuition assistance in Program 3.
- Mark all sources of funding on each SWVPP 4-year old participant.

Contact Information

- For Content Questions:
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- For Reporting Questions:
 - Rachel Kruse 515-281-4153
 - Margie Hanson 515-281-3214
 - Gary Kirchhoff 515-281-6278
 - Carla Schimelfenig 515-281-3111